

## **HOWARD COUNTY ELECTION JUDGES' INFORMATION**

<b>Dates of Elections:</b>	Gubernatorial Primary Election	June 26, 2018
	Gubernatorial General Election	November 6, 2018
<b>Qualifications:</b>	<ol style="list-style-type: none"><li>1. Registered voter in Maryland (Howard County residency not required)</li><li>2. Must be at least 16 years old (under 18 requires parent permission form)</li><li>3. Party Affiliation – Democrat, Republican, Unaffiliated, or other recognized party</li><li>4. US Citizenship</li><li>5. Able to speak, read, and write the English language and possess basic math skills</li><li>6. May not be a candidate, campaign manager, or treasurer for a candidate</li><li>7. Must have good listening and communication skills</li><li>8. Able to handle a long day of approximately 15 to 16 hours</li><li>9. Must be able to lift approximately 55 pounds</li></ol>	
<b>Responsibilities:</b>	<ol style="list-style-type: none"><li>1. Required attendance at scheduled judges' training classes</li><li>2. Attend Judge's mandatory meeting on the Monday evening, prior to the Primary and General Election Day, at your assigned polling location</li><li>3. Term of appointment is for both the Primary and General Elections</li><li>4. Report at 6:00 a.m. Election Day and remain in the polling place until approximately 9:30 p.m. or excused by the Election Director or appointed designee</li><li>5. Be timely in reporting for Election set-up and on Election Day</li><li>6. Dress appropriately, as required, in business casual attire on Election Day</li><li>7. Maintain a positive attitude</li><li>8. Participate in set-up as well as opening and closing of polling place</li></ol>	
<b>We Provide:</b>	<ol style="list-style-type: none"><li>1. Training and Election Day support</li><li>2. Detailed manual of responsibilities to be performed</li><li>3. Absentee Ballot provided at your request if you are not working in your home precinct</li></ol>	
<b>Salaries:</b>	Call the Howard County Board of Elections at (410) 313-5820 and speak to an Election Judge recruiter for information on salaries and training pay.	
<b>Location of Work:</b>	May work in any of the precincts located within Howard County. We will try to get you as close to your home precinct as possible, but this is not guaranteed.	
<b>Location of Training:</b>	Howard County Board of Elections 9770 Patuxent Woods Dr, Suite 200 Columbia, MD 21046 (410) 313-5820	
<b>FOR ALL JUDGES:</b>	<b>Failure to serve for both the Primary and General Elections will cause the training fee to be forfeited unless advance arrangements have been made.</b>	

### **Classification of Election Judges and Primary Duties**

<b>Chief Judges:</b>	<ul style="list-style-type: none"><li>♦ Are the SUPERVISORS OF THE POLLING PLACE on Election Day and night before set-up. A Democrat and a Republican are appointed for each of the polling places. Only experienced judges are appointed as Chief Judge.</li><li>♦ Responsible for coordinating the "night before Election" set-up by contacting the assigned election workers to notify of the times to meet and assuring all required supplies are picked-up and in place so that Election Day opening is on time.</li><li>♦ Oversee polling place operation in its entirety on Election Day, be the "go to or trouble shooter" of all other poll judge positions and assure all required paperwork is completed and timely.</li></ul>
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- Greeting Judges:**
- ♦ Welcome voters and assist voters and poll workers as instructed, while being sensitive to the disabled and elderly.
  - ♦ Act as a backup for Check-In Judges.
- Check-In Judges:**
- ♦ Certify the voter is eligible to vote using Electronic Poll Book and issuing the voter authorization card.
  - ♦ Assist voters who may be in the wrong polling location.
  - ♦ Work closely with the Chief Judges.
- Voting Unit Judges:**
- ♦ Set-up and shutdown ballot scanners at the beginning and close of the Election Day. Set-up and take down voting booths at the beginning and close of the Election Day. May require lifting of voting booths/ballot scanners weighing approximately 55 pounds each.
  - ♦ Assist voters, as needed, in the voting process.
  - ♦ Pull reports, as required, and in a timely fashion.
- Provisional Ballot Judges:**
- ♦ Provide provisional ballot to a voter as needed.
  - ♦ Perform additional duties as assigned by the Chief Judges.
- Alternate Judges:**
- ♦ Trained to act as a stand-in should we need to replace judges unable to work on Election Day.
  - ♦ Are on call for an assignment between 6:00 a.m. and 10:00 a.m. on Election Day.

***\*\*Failure to serve, when requested, will cause the alternate's training fee to be forfeited\*\****

***The polls in Maryland open at 7:00 a.m. and close at 8:00 p.m.***

***Early Voting hours are from 10:00 a.m. and close at 8:00 p.m.***